

# Safety Statement

## Belmayne Educate Together

### National School

Belmayne ETNS, Belmayne North, Dublin 13, D13AET1

01 8296980

Roll Number 20308Q

<b>Ratification Date</b>	<b>2011</b>	<b>Revision No.</b>	<b>011 2022</b>
<b>Prepared By</b>	<b>Joe Kavanagh Health &amp; Safety Representative</b>	<b>Date</b>	<b>2022</b>
<b>Approved By</b>	<b>Sinead Ní Mheara School Principal &amp; Board of Management</b>	<b>Date</b>	<b>TBC</b>

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See Below

## **Safety Statement**

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Belmayne Educate Together National School is located in Dublin City. Currently it has a staff of people that include teachers, Special Needs Assistants (SNA's), 1 Caretaker and 2 Secretaries). At present there are circa 450 pupils enrolled in the school. The school at different times throughout the year also has a number of adults, college and secondary school students carrying out work experience with the staff throughout the year.

This Safety Statement has been written by Joe Kavanagh, Health & Safety Representative in Belmayne ETNS, with the assistance of the staff, the Principal as well as the Board of Management of the school and the Health and Safety Officer on the Board of Management. The Health and Safety Statement has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations, 2007 and all other relevant safety legislation applicable to its operations. As such the Health and Safety statement applies to the welfare and safety at work of employees under the management of the Board of Management.

This Safety Statement is intended to assist in reducing the possibility of accidents and ill health by bringing to the attention of the management and staff identified hazards and associated risk levels.

The Board of Management of Belmayne Educate Together National School aim's to ensure a safe working environment at all times for both staff and pupils and to improve our safety standards, where possible. This can only be accomplished by the support, endeavour and determination of the whole school community. Responsibility for health and safety rests with all staff at all levels within the school. The Safety Statement will be revised on an ongoing basis by the Health and Representative in order to achieve our overall objective, improve safety awareness and reduce accidents and ill health within the school.

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The following people will be issued with a controlled copy of the Safety Statement and the Health & Safety Representative will supply any changes or upgrades to the Belmayne Educate Together National School master document to each person on this list. The holder of the copy is then obliged to remove and destroy the original pages

<b><u>Manual No.</u></b>	<b><u>Name of Recipient</u></b>	<b><u>Title</u></b>
1	Sinéad O'Meara	Principal
2	Carol Norton	Chairperson of the BOM
3	Joe Kavanagh	H & S Representative/ISM (ESC)
4	Rónán Swan	H & S Officer on the BOM
5	Susan / Lavinia	Secretary
6	Geoff Shaw	Care Taker
7	Karolina Wierzbinska	After School Manager
8	Gearóid O Flatharta	Deputy Principal/ ISM (Deputy ESC)
9	Viv Gaynor	ISM

The Belmayne Educate Together National School working copy of the Safety Statement is located on file in the main school office and on the shared google drive. The Health and safety statement is available for viewing to all. A copy of the Safety Statement will be emailed to all staff.

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The Safety, Health and Welfare at Work Act, 2005 requires employers, their representative management, and employees alike to consider safety as a joint responsibility. The safety and health of all Belmayne ETNS employees is an important objective of the school. Each of us at all levels of the school must co-operate to ensure that safe working becomes an instinctive habit.

We commit ourselves as a team to do the job right, first time, in a safe manner, while meeting our job requirements. We will achieve and maintain the highest possible standards of occupational health and safety in compliance with the requirements of all Irish and European legislation. The Safety Statement outlines the manner in which the safety and health of persons employed by the school will be addressed. Please feel free to discuss the contents of this document and/or any ideas you may have to improve safety at any time. If a safety concern is not being properly addressed, you are asked to bring it to the personal attention of the Health & Safety Representative: Joe Kavanagh.

As well as periodic safety inspections, the Health & Safety Representative with the assistance of the members of staff will complete a thorough safety Inspection of the school area on at least an annual basis. This will provide an ongoing upgrade of safety awareness within the school and provide the information necessary to upgrade and maintain the Safety Statement. It is recognised that the writing of a Safety Statement in itself will not increase safety awareness or improve safety standards. The Safety Statement provides a base line for management to build on. In order to increase safety awareness it is necessary for management and staff to have hands on involvement in support of the Safety Statement.

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Belmayne ETNS will do all that is reasonably practicable to ensure a safe working environment for staff, contractors and visitors at all times.

In particular, the Belmayne ETNS Board of Management will:

- Provide a team structure that will value the health and safety of all personnel.
- Complete a Covid 19 Response Plan.
- Lead by example and respond to all reasonable health and safety concerns.
- Provide and maintain safe and healthy working conditions, in accordance with all statutory requirements.
- Provide employees with training, information and supervision in a form, manner and, as appropriate, a language that is reasonably likely to be understood
- Make available all applicable safety or protection devices, information, instruction, training and supervision as is necessary to generate a safe place of work.
- Maintain a constant and continuing interest in health and safety matters pertinent to all the Schools activities.
- Regularly review this Safety Statement and any other safety related documents.
- Carry out ongoing assessments of our operations through the medium of audits and inspections.

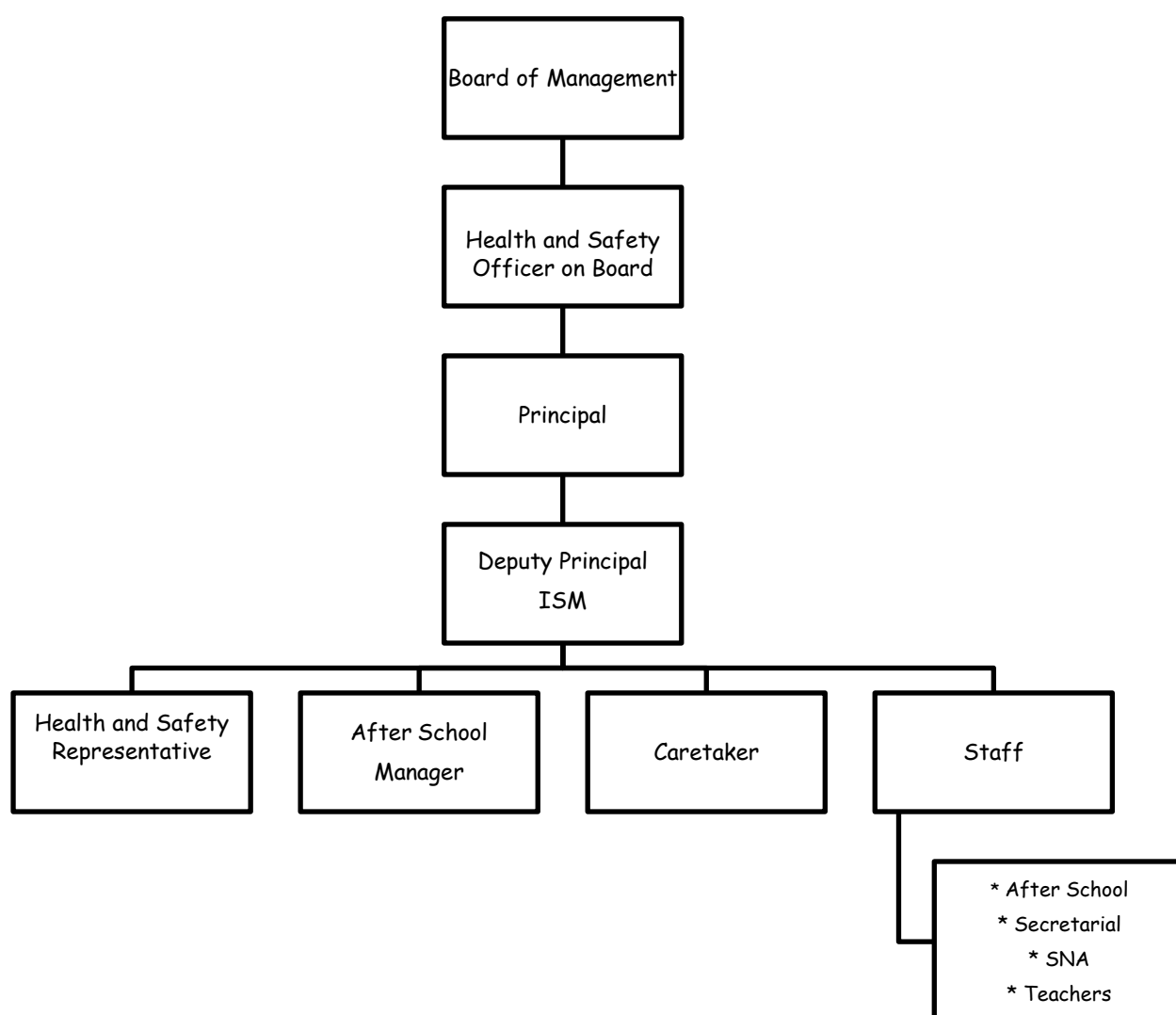
Each of us are reminded that every employee has a legal duty under the Safety, Health and Welfare at Work Act, 2005 to take reasonable care of the safety, health and welfare of ourselves and of others who may be affected by our acts and omissions at work. It is also the specific duty of any employee to report to their immediate manager any defects in the procedures, systems of work, structure or equipment which might endanger the safety, health or welfare of anyone on site and give the management a reasonable opportunity to correct the situation.

**Signed:** \_\_\_\_\_ **(Board of Management).**

**Date:** \_\_\_\_\_



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Under statutory legislation it is management's responsibility to create an environment in which every individual employee is committed to health and safety improvement. The Board of Management is ultimately responsible for health and safety within the school. The Principal will be supported in her job by all other management and staff. A teacher will fulfil the role of Health & Safety Representative and will co-ordinate and review the health and safety programme.

### 6.1 Board of Management

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management of the school. The members of the Board of Management will be supported by management and all other staff within the School. They will meet on a periodic basis to discuss health and safety issues within the School. Specifically they will:

- Appoint a Health and Safety officer from within the Board of Management.
- Arrange for the appointment of a Health and Safety representative from within the staff.
- Support the principal in her role as the 'day-to-day manager' of the school.
- Take a direct interest in health and safety to ensure compliance with all statutory requirements.
- Endeavour to ensure that there are sufficient funds and facilities available to enable this safety statement to be reasonably implemented.
- Support the Health and Safety Officer, principal, vice principal and all members of staff.
- Ensure that the safety rules and procedures are adequately communicated to staff
- Ensure that all equipment is properly maintained and safe to use.
- Ensure that the Covid 19 Response Plan is adhered to in full.

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## **6.2 Health and Safety Officer on the Board of Management, Principal/Deputy Principal.**

The Health and Safety Officer on the Board of Management (BoM) shall keep the BoM informed of concerns and updates to the Health and Safety policy. The Health and Safety Officer via the Principal as the 'day-to-day manager' of the school shall:

- Monitor all members of staff under the control of the BoM to carry out their work safely and follow procedures if he/he/she has any concerns. The principal shall ensure all staff are fully aware of all hazards in their job to themselves and others
- Liaise on an ongoing basis with the Health and Safety Rep for the school.
- Arrange to have the Health and safety statement reviewed annually.
- Ensure that roles of responsibility for Health and Safety are assigned, understood and accepted at all levels.
- Ensure that appropriate fire-fighting equipment is available, tested on an annual basis and replaced when used or defective.
- Ensure appropriate levels of PPE are available for staff to carry out their duties.
- Ensure that an appropriate number of First Aiders have been appointed from among the staff (see appendices).
- Ensure that investigations are carried out of accidents and incidents in conjunction with Health and Safety Representative focusing in particular on any issues relating to the Covid 19 Response Plan.
- Bring safety statements to employees' attention on commencement of employment and annually - and to have the safety statement or a relevant extract from it available in every workplace
- Require employers from whom the School contracts services to have an up-to-date safety statement
- Procure advice and assistance wherever necessary from the Health and Safety authority.
- Take heed, together with action, on any matters brought to the attention of the

Board of Management.

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### 6.3 Teachers

All Teachers are responsible for creating a genuine safety culture within the School.

They will:

- Take a direct interest in health and safety.
- Ensure that the safety rules and procedures are adequately communicated and fully understood by all relevant staff and pupils
- Ensure that all activities are planned so that they may be carried out in a safe manner.
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use
- Regularly inspect their areas in a walk through inspection to ensure the standards in both safety and hygiene are being complied with.

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#### 6.4 Health & Safety Representative

The Health & Safety Representative is responsible for coordinating the Safety, Health and Welfare issues dealt with in the Safety Statement.

They will:

- Complete a safety inspection of the school premises on an annual basis
- Organise a fire drill on a termly basis
- Liaise with Health and Safety Officer on the BoM
- Ensure that adequate First Aid provisions and arrangements are in place
- Ensure that all accidents involving employees and students, however slight, are reported, and where necessary fully investigated. He/she will support all staff in this function.
- Ensure where an accident removes a person from their place of work for 3 consecutive days or more after the day of the accident, the Health and Safety Authority are informed on the appropriate IR1 form (completed on line @ [www.hsa.ie](http://www.hsa.ie))
- Review risk assessment and safety statements when there has been a significant change or there is another reason to believe the risk assessment is no longer valid and following the review, to amend as appropriate
- Report without delay, any health and safety issues or concerns to the school Health and Safety officer on the Board of Management.

**Spot it, Sort it, Can't Sort it, Report it**

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**6.5 The After School Manager is responsible for implementing Safety, Health and Welfare policy and actions for the After School staff.**

- Review School policies and ensure their implementation within After School
- Report Safety concerns to Health and Safety Officer on the BoM
- Draft Risk Assessments for After School
- Be responsible for day to day safety in After School
- Identify training needs for After School staff, and make recommendation to Health and Safety Officer on the BoM
- Identify equipment for After School, and make recommendation to Health and Safety Officer on the BoM
- Liaise with Health and Safety Representative, regarding day to day safety matters.

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### **6.6 All Employees (Teachers/SNA's/Caretaking/Secretarial Staff/Afterschool Staff etc)**

It is the responsibility of all School employees to co-operate with management in the implementation of the objectives of the Safety Statement within their areas of influence. Safety must be seen by all employees as a teamwork strategy. Employees have a specific statutory responsibility under Section 13 of the Safety, Health and Welfare at Work Act, 2005, for their own safety. They are expected to discharge their work in a safe manner, so as to avoid injury to themselves or other employees and persons and avoid damage to school equipment and property. Management must make themselves aware of these requirements, lead by example and inform employees of this legal duty.

All employees must co-operate fully with all the provisions taken by Belmayne Educate Together National School in ensuring the safety, health and welfare of all its employees and others. Each employee will immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the Health and Safety representative on staff.

**Under Section 13 of the Safety, Health and Welfare at Work Act, 2005, the statutory responsibilities of every employee are as follows:**

It shall be the duty of every employee while at work to:

- Take reasonable care for his/her own safety, health and welfare and that of any other person, who may be affected by his/her acts or omissions while at work. **Spot it, Sort it, Can't Sort it, Report it.**
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or other person to comply with any of the relevant statutory provisions.

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### 6.6 All Employees continued

- To use in such a manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his /her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
- To report to his/her employer, without unreasonable delay any defects in plant, equipment, place of work or system of work which might endanger safety, health and welfare of which he/he/she becomes aware.
- To not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons arising out of work activities.
- Ensure that he/she is not under the influence of a toxicant to an extent of endangering their health & safety.
- Submit to any reasonable tests for intoxicants.
- Attend such training as may be reasonably required by employer
- If suffering from a disease or illness that adds to risks, to tell their employer
- It is the policy of Belmayne ETNS that all staff will fill out an online Risk Assessment before taking children off the premises. Each staff member can access the Risk Assessment form online at <https://goo.gl/forms/GwtgofQBQIL2E8P2>
- An example of the Risk Assessment form for leaving the premises is attached in appendix

Employees are requested to bring unaccompanied visitors back to reception in accordance with our Child Safeguarding Statement



## **6.7 Lead Worker Representative (Only necessary during covid-19 pandemic)**

The Covid 19 Response Plan (CV19RP) provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

### **Role of the Lead Worker Representative**

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measure;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

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Belmayne Educate Together National School will dedicate the appropriate resources and welfare facilities necessary, whether time, finances, equipment or personnel necessary to ensure in so far as is reasonably practicable the safety, health and welfare of all its employees and pupils as well as others who may be affected by its operations and activities.

**The following resources and welfare arrangements have been dedicated:**

- The Health and Safety officer on the Board of Management with the assistance of the School Principal and the Health & Safety Representative will develop appropriate health and safety programmes, inspections, maintenance programmes and training activities etc.
- Belmayne Educate Together National School will provide each new employee, on commencement of employment, with the necessary information and guidelines on the basic safety knowledge they require before they begin work.
- A number of teachers/staff will be trained in 'First Aid' (see appendices).
- The majority of staff have been trained to Basic First Aid Certificate standard.
- A fully stocked First Aid kit for use in any accidents on site is located in the office area and in the yard bags.
- Smoking is prohibited on the grounds of the school i.e. within the boundary fence of the school.
- Fire fighting equipment has been positioned throughout the School. This equipment has been chosen and sited applicable to the fire risk. See Section 26.3 for the location of all fire fighting equipment in the School
- Various signs will be put in place throughout the School and external areas to provide directional information, emergency exits, and fire fighting equipment and identification of any hazards. All signs must meet the European Community Colour Coding.
- Safety Signage to reduce the risk of transmission of Covid 19
- The correct PPE is available to minimise the risk of infection due to Covid 19.

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Various welfare facilities are provided by Belmayne Educate Together National School and these are controlled by the following personnel:

- The provision of staff room facilities and toilets / changing areas
  - Responsible person is: the Health & Safety Officer on the BoM
- The provision of a First Aid boxes and the filling of same.
  - Responsible person is: Health and Safety Representative
- The liaison with insurance companies
  - Responsible person is: Secretaries
- The notification of reportable accidents to the Health & Safety Authority
  - Responsible person is: Health and Safety Representative
- The provision and testing of fire-fighting equipment
  - Responsible person is: Principal/BoM
- The investigation and management of any alleged incidents of harassment or bullying in the workplace
  - Responsible person is: Principal/BOM
- The provision of adequate & suitable personal protective equipment for Staff
  - Responsible person is: Principal/BOM
- The regular inspection of school premises
  - Responsible person is: Principal/BoM
- The management of Health and Safety within After School
  - Responsible person is: Afterschool Manager
- The Creation of a Covid 19 Response Plan
  - Responsible Person is: Principal/BoM
- The investigation of accidents and incidents
  - Responsible person is: Health and Safety Officer on the BoM with the assistance of the Health and Safety Representative

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Belmayne Educate Together National School is committed to providing appropriate health and safety training for all employees applicable to their function within the School. This training will begin with induction training on commencement of employment. The purpose of induction training is to ensure that new employees fully understand the potential hazards of their respective work activity and the safety precautions and emergency preparedness required in ensuring a safe place of work.

Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained. All training on site will be co-ordinated by the Board of Management. For a plan of all proposed training and completed objectives see Section 26.2.

These specialised areas will include the following (SC = Safety Course):

<b>Course Code</b>	<b>Course</b>	<b>Required Attendees</b>
SC 1	Covid 19 / Induction Training	All Staff
SC 2	Manual Handling	AfterSchool Staff/Caretaker
SC 4	Emergency Evacuation Training (Fire Drill)	All Staff
SC 5	First Aid Training	Selected staff
SC 6	Type 1 Diabetes Training	Selected Staff

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A general obligation is placed on every employer under Section 25 & 26 of the Safety, Health and Welfare at Work Act, 2005 to consult with his/her employees on matters of health and safety. It is the policy of Belmayne Educate Together National School to consult with their employees on matters of health and safety to encourage a team work strategy for safety and to carry this out through regular communications with all staff and communications. The Health and Safety Officer on the BoM is responsible for consulting with, and providing appropriate information to the BoM on all matters pertaining to safety, health and welfare. In order for this to be successful, the Health and Safety Officer liaises regularly with the Health and safety Rep. Each employee will be given the opportunity to discuss any topic of safety concern at staff meetings, and these will be related to BoM by the Principal. As well as this, the Health and Safety Representative will be in regular contact with all employees.

All safety matters raised by staff will be discussed at the Board of Management meetings. Any matter that requires the urgent attention of the Board of Management will be brought to them immediately by the Health and Safety Representative via the Principal.

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### 10.1 Visitor Control Policy

A visitor is defined as any person who goes beyond the boundary fence of the school for the purpose of meetings, visiting staff members or management. It will also apply to persons attending interviews for a potential job.

- *Visitors will now not attend the school site without a prior invitation.*
- *Visitors will present at the office and will be signed in using the online visitor log.*
- *The visitor will not carry out any work and will be accompanied by a member of staff at all times during the visit.*
- *In the event of a fire, or emergency evacuation activation, the visitor will be instructed to accompany the staff member to the assembly point.*
- *Any accidents to visitors, however minor, must be reported to the staff member and the appropriate accident form will be completed.*
- *Visitors to the site must observe and obey all safety signs posted throughout the school and adhere fully to the terms of the school's CV19RP*
- *Visitors on site should not interfere with any equipment or hazardous materials stored or used on site even if left unattended.*

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## 10.2 Contractor Control Policy

A contractor is defined as anyone who undertakes or carries out work either him or herself or through their employees or who is self-employed and undertakes or carries out such work. This person or persons will work on site. Any person undertaking work on site must adhere to the school's Child Safeguarding Statement. It will include contractors, sub-contractors, and service call out staff etc.

A control system is in place in order to control all contractors and visitors and ensure they are not affected by the operations of the staff and that the staff are not affected by the operations of the contractor. All contractors who wish to work for Belmayne Educate Together National School must provide the following items to the Principal

- Copy of all employers and public liability insurance certificates.
- Copy of the Contractor Company Safety Statement.
- Copy of any specific method statements applicable to the more hazardous work to be carried out.
- Copy of any applicable statutory test or examination certificates for equipment brought or used on site.

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### 11.1 Introduction to Emergency Evacuation Policy

An Emergency Evacuation Procedure has been established at Belmayne Educate Together National School that will cover all operations of the School. As every incident is unique, the procedure will illustrate the principles to be followed. The most likely emergency situation to occur on the premises is a fire. An "Evacuation Procedure in case of fire" has been drawn up to ensure a co-ordinated response to any on site fire or other emergencies.

All employees will be instructed in and should make themselves aware of the location of all fire points and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in the School. All fire points will be wall mounted, indicated with fire point signs and kept clear of obstructions at all times. Emergency evacuation drills will be carried out on a termly basis. Records of all drills will be maintained (See Appendix H).

**Emergency Site Controller (Joe):** The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services

**Deputy Emergency Site Controller (Gearóid):** If the Emergency Site Controller is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services.

**Teaching staff:** If the alarm sounds the teaching staff will evacuate their classes in an orderly manner. They will call class rolls at the assembly point and await direction from the Emergency Site Controller.



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### 11.2 Statutory Testing of Fire/Evacuation Equipment

In accordance with the statutory requirements, certain examinations, testing and inspections must be completed.

<b><u>Test/Inspection/Examination</u></b>	<b><u>Frequency</u></b>	<b><u>Inspector</u></b>
Fire Fighting Equipment	12 Monthly	External - Contractor
Fire Alarm System	12 Monthly	External - Contractor
Emergency Lighting	12 Monthly	External - Contractor

Records of these statutory examinations or tests should be filed with this Safety Statement and/or in the Fire Register. These statutory tests will be coordinated by the Health & Safety Representative.

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### 11.3(a) Emergency Evacuation Procedure

Prompt action in the first few minutes of a fire can determine the eventual outcome of that fire. Nothing listed in the following bullets takes priority over the safety of the pupils and employees, ensuring their continued personal safety.

In the event of an emergency after normal school hours, the assembly point is also basketball court. If an emergency occurs between the hours of 2.20 and 6.00pm the afterschool manager shall be the Emergency Site Controller. All staff on site during this time must take direction from the Afterschool manager as the ESC. The school is equipped with a refuge system on each landing where people with mobility issues can make contact with the emergency site controller at the alarm panel. In the event of an emergency the ESC will be at the alarm panel and will arrange for a safe evacuation of that person or persons by way of an escape device.

### 11.3(b) If you come across a Fire;

Should a fire occur in any area of the School, the following actions should be taken:

- Ensure the alarm is raised. Obtain assistance if required.
- Providing you have been trained and it is safe to do so, attempt to extinguish or contain the fire using the appropriate extinguishers and hoses etc. **DO NOT PUT YOURSELF AT RISK.**
- Always ensure a safe exit is available when tackling a fire; never let the fire get between you and the exit.
- Evacuate the Building & Move towards the Assembly Point
- Call the Fire Brigade

### 11.3(c) Standard Operating Procedures and Roles if you hear the Fire alarm

#### Teachers Role

- Listen for the alarm.
- Line the children up at the classroom door.
- Check toilets.

- Teacher stands at the classroom door and counts the children as they leave the class.
- Promptly leave the class and make your way to the nearest exit.
- Remember to close the classroom door and put a chair outside the door thus indicating that the room is clear and everyone is out.
- WALK QUICKLY but CALMLY and QUIETLY. NO OVERTAKING.
- DO NOT RETURN for anything you have forgotten.
- Move to the Assembly Points
- Take a Roll call of your class
- Wait for direction from the ESC

### Principal's Role

- Once the building has been evacuated liaise with the ESC to ensure that the building is fully evacuated.

### Deputy Principal's Role

- Once the building has been evacuated liaise with the ESC to ensure that the building is fully evacuated.

### Exit and Assembly points

The School Assembly Points are now located in the Basketball Court.

All staff and children should follow the Emergency Evacuation Procedure.

### Break -Time - In the unlikely event of the alarm going off at Break.

- Staff should leave the room they are in promptly and go back to class to assist in the Evacuation of classes.
- If your class is outside during lunchtime go directly to the area where they would normally be and line them up.
- If children are in class eating - Staff on Supervision should send the children to the basketball Court
- Support Staff should go and assist with their Liaison Class.

**Secretary's Role**

- If the alarm is activated - Ring 999 or 112 and alert the Emergency Services
- Make your way to assembly Point at the Basketball Court.

**ESCs Role ESC**

- Remain on site until the school is exited
- Liaise with wardens, secretary and class teachers at the assembly area.
- Collect roll calls from each teacher.
- Liaise with emergency services if required.

**First Aid/Emergency Procedure**

The standard First Aid/emergency procedure shall continue to apply in schools. In an emergency or in case of a serious incident, schools should call for an ambulance or the fire brigade on 112/999 giving details of location and type of medical incident.

It is recognised that it is not always possible for staff to maintain physical distance from pupils and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the pupil i.e. if a child sustains an injury and requires first aid.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

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#### 11.4 Emergency Contact Numbers.

SERVICE	LOCATION	TELEPHONE NO.
Fire Brigade	Dublin	112 or 999
Hospital	Dublin	112 Or 999
Local Ambulance	Dublin	112 or 999
Gardai	Dublin	112 or 999
Coolock Garda Station	Dublin	01 6664200
Guardian - Fire Maintenance		051448774 / 087 6046204
McIlwaineIntruderSecurity	Dublin	(01) 623 9164
Secure Facility Services - Key Holders	Dublin	(01) 5160414
HSE	Dublin	<a href="https://www.hse.ie/eng/">https://www.hse.ie/eng/</a>

Mobile numbers available for Management from the office.

<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
<b>Date</b>		<b>Subject</b>	<b>Accident Reporting &amp; Investigation Policy</b>
<b>Section</b>	12.0	<b>Page No.</b>	1 of 1

### 12.1 Accident Reporting & Investigation Procedure Policy

*All accidents/near misses to persons (staff/contractor/visitor), however slight, must be recorded on the appropriate accident report book located beside the office or if on yard, in the yard bag (See Section 26.5). The Principal will be informed within 24 hours of all serious accidents and where possible all other accident reporting will be completed before the end of the day in which the accident occurred.*

*All notification of accidents or dangerous occurrences to the enforcement authority (Health and Safety Authority) will be completed by the Health and Safety Representative / BoM Safety Manager / Principal on Form IR1 or IR3 ([www.hsa.ie](http://www.hsa.ie)). Note: An IR1 must be completed if a person is away from their place of work for 3 consecutive days or more after the day of the accident.*

### 12.2 Accident Reporting & Investigation Procedure

In the event of an accident the procedure below is followed. Upon notification of a serious accident, the Health & Safety Representative or Principal/Vice Principal should go immediately to the scene of the accident.

- The teacher/person in charge should ensure that first aid treatment has been given and that outside medical assistance has been summoned (doctor or ambulance), where necessary, or if in any doubt.
- If a head injury has occurred, the office is informed and parents are contacted by phone. The secretary records all head injuries in the separate head injury book located in the office. *(This is in addition to the separate Report Form)*
- Any incidents of a possibly serious nature that occur such as head injuries/suspected sprains/falls in yard etc... should be relayed to parents via email or when the child is collected from school *(This is in addition to the contact already received via the office)*
- **The teacher on duty should complete the accident form by determining the underlying causes of the accident. All documents and statements should be**

uploaded to the First Aid Log along with the accident report.

- When incidents occur the class teacher will be informed indicating that an injury more serious than a cut has occurred.
- Whoever fills out the report form should go to the class teacher and explain. If a teacher is informed of such an injury please email the parents or relay the message to parents when the child is collected from school.
  - a. *(As stated previously, for head injuries the office will inform parents by phone. However, teachers should contact parents via email also, or relay the message when the child is collected from school)*
- The teacher/person in charge should determine whether a camera is necessary - if so, send a member of staff to get one and photograph the scene from several angles and get both close-up and general shots to give a full picture of the scene.

<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	007
<b>Date</b>		<b>Subject</b>	<b>Opening &amp; Closing Policy</b>
<b>Section</b>	13.0	<b>Page No.</b>	1 of 1

School building is opened at approx 7.30am.

No responsibility is accepted for pupils arriving before 8.30a.m.

08.30am School doors open to admit pupils

13.20pm Junior / Senior Infants

14.20pm End of school day (1<sup>st</sup> - 6<sup>th</sup> classes)

13.20 - 6.00pm After School Care

- At the end of each day, teachers must make sure that all electrical appliances in their classrooms are powered down completely and that their windows are locked and doors closed.
- **The last staff member leaving school must make sure that all electrical appliances in the staff room are powered down. The final staff member leaving the school building must also liaise with the after school club and inform them that they are leaving. Upon doing so, responsibility for locking up the school passes to the After School Club.**
- **No member of staff should be on site on their own.**

When electricians/plumbers and other workmen need access to the school Geoff Shaw (Caretaker) makes an arrangement with a key holder to open the school as required.

The school has a professional Key holder service. Some staff (listed below) are also key holders. They are permitted to enter the school to do work as they wish. However, they must inform the Principal or Deputy Principal when they will be in the school outside school hours

#### **Key-holders:**

Secure Facility Services, 10 Clanwilliam Square, Grand Canal Quay, Dublin 2 | +353 1 516 0414

Sinéad O'Meara, Gearóid O Flatharta and Geoff Shaw



<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
<b>Date</b>		<b>Subject</b>	<b>Storage &amp; Administering of Medication Policy</b>
<b>Section</b>	14.0	<b>Page No.</b>	1 of 1

- Medication such as Epi pens are kept in the school bag of the child who require it or an appropriate system is adopted based on each class and their needs.

<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
<b>Date</b>		<b>Subject</b>	<b>Bullying &amp; Harassment Policy</b>
<b>Section</b>	15.0	<b>Page No.</b>	1 of 2

**Anti-bullying & Anti-harassment Policy - Please see separate Positive Behaviour Policy and School Anti Bullying Policy**

<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
<b>Date</b>		<b>Subject</b>	<b>Stress at work Policy</b>
<b>Section</b>	16.0	<b>Page No.</b>	1 of 1

Belmayne Educate Together National School adheres to all aspects of the 2005 Safety, Health and Welfare at work Act which obliges employers to identify and safeguard against ALL risks to the health and safety of its staff, including workplace stress. Workplace stress arises when the demands of the job and the working environment exceed their capacity to meet them. Causes of stress in the workplace:

- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill identified work roles
- Highly demanding tasks

Belmayne Educate Together National School will utilise the following methods for eliminating stress:

- Management will have regular consultation and communication with all staff. They will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately.
- If you as an employee feel that you are stressed due to work related issues you should immediately bring the matter to the attention of any member of the I.S.M Principal/Deputy Principal, Joe Kavanagh, Viv Gaynor or ISM.

<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
<b>Date</b>		<b>Subject</b>	<b>Pregnant Employee Policy</b>
<b>Section</b>	17.0	<b>Page No.</b>	1 of 1

Belmayne Educate Together National School will take all necessary steps to comply with the Pregnant Employees Regulations 2007, and related acts. In all cases:

- Employees should inform management if they are pregnant as early as possible in the pregnancy. Each case shall be treated on an individual basis according to the needs of the particular employee.
- Management should identify those aspects of the work process that may place the mother or child at risk and steps should be taken to remove exposure to this risk.
- Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate nursing mothers.

Similarly when a breast-feeding mother returns to work an assessment of her work will be carried out. If a mother wishes to continue breast-feeding her child after returning to work, the Board of Management will make arrangements to facilitate this.

<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
<b>Date</b>		<b>Subject</b>	<b>Adult/Student Work Experience Policy</b>
<b>Section</b>	18.0	<b>Page No.</b>	1 of 1

### **Adult/ Student Work Experience Policy**

Included in this group are students on teaching practice, adults on SNA training, people on the Work Placement Programme (WPP), Transition Year/ Secondary students for the local secondary schools and Parents in working with children i.e. Maths For Fun. The Principal decides on behalf of the Board of Management the personnel allowed on work experience/work placement in the school.

The Principal / Deputy Principal will inform each person of the relevant policies that must be adhered to e.g. Child Safe Guarding Statement and Risk Assessment.

<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
<b>Date</b>		<b>Subject</b>	<b>Manual Handling Policy</b>
<b>Section</b>	19.0	<b>Page No.</b>	1 of 1

Any faulty equipment must be identified to Principal/Deputy Principal/Health and Safety Rep/Health and Safety Officer.

No person will be expected to lift a load that would be likely to cause him / her injury. Consideration must be given to the load and whether or not help is necessary. Training in correct manual handling techniques may be provided as appropriate (TBC by BoM)

All staff will be given a copy of the following manual handling policy. Every employee must be familiar with the correct lifting techniques. These may be summarized as follows: -

- Check for sharp edges, splinters or nails
- Lift in easy stages - floor to knee then from knee to carrying position.
- Hold weights close to body
- Don't jerk, shove or twist body
- Grip load with palms - not fingertips
- Don't let the load obstruct your view. This is particularly important when carrying loads up and down steps
- Always consider whether help is necessary to lift an awkward or heavy load.
- If using a ladder, seek assistance. Ladder located in the comms room on the ground floor.

<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
<b>Date</b>		<b>Subject</b>	VDU Policy
<b>Section</b>	20.0	<b>Page No.</b>	1 of 1

The school is fully aware of its obligations under the General Application Regulations 2007 on use of VDUs

**Lighting** Correct lighting is essential if eye fatigue is to be prevented.  
We have ensured that the general level of illumination within the school premises complies with EU guidelines.

**Reflection & Glare** Reflection and glare can cause great discomfort for the operator.  
In an effort to reduce problems in this area an anti-glare filter screen will be available (TBC).

**Workstation** The work surface at all workstations is a matte surface finish to prevent any glare that might normally be reflected off a highly glossed veneer finish.

Proper seating posture is essential if the long-term problems of muscular strain and backache are to be avoided. Seats are provided with adjustable; height and tilt for the principal, secretary and other staff where appropriate.

<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
<b>Date</b>		<b>Subject</b>	<b>Food Safety Policy</b>
<b>Section</b>	21.0	<b>Page No.</b>	1 of 1

A staff room will be equipped and maintained by the Board of Management. Staff members are expected to keep the staff room clean and tidy and leave the room as they would like to find it.

If staff members use the fridge, they are expected, in order to maintain hygiene, to take any food not eaten away on Friday of each week. The staff room does not have the facilities to store the food of all staff members on a long-term basis.



<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
<b>Date</b>		<b>Subject</b>	<b>Dealing with Infectious Diseases Policy</b>
<b>Section</b>	22.0	<b>Page No.</b>	1 of 1

Please see the Covid 19 Response Plan that includes;

- Covid 19 Risk Assessment
- Covid 19 policy Statement
- Covid 19 Logistical Plan

The school's Covid 19 policy is the benchmark for dealing with infectious disease.

<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
<b>Date</b>		<b>Subject</b>	<b>Electrical Appliances Safety Policy</b>
<b>Section</b>	23.0	<b>Page No.</b>	1 of 1

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person. BYTEK provide ongoing monitoring and maintenance of all educational electrical devices. Before using any appliance the user should check that:

- All safety guards which are a normal part of the appliance are in working order
- Power supply cables/leads are intact and free of cuts or abrasions.
- Switch off appliances (e.g. Interactive whiteboards, internet cables, microwaves, heaters) every evening.
- Microwave is turned off at socket when not in use
- Standalone heaters (If there are any on site) in teachers' rooms are turned off at break times and when teacher is not in the room (e.g. at PE)
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Instructions for use of interactive whiteboards are given to each teacher
- Maintenance checks of electrical equipment are arranged by the Principal at the end of every year.

<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
<b>Date</b>		<b>Subject</b>	<b>Chemical/Cleaning Products Safety Policy</b>
<b>Section</b>	24.0	<b>Page No.</b>	1 of 1

It is the policy of Belmayne Educate Together National School that all chemicals, photocopier toner, detergents etc are stored on the highest shelf in each room out of reach of children. If deemed necessary products shall be kept in a locked area, and protection provided for using when handling them.

Cleaning products will be kept in storage in the cleaners room.

<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
<b>Date</b>		<b>Subject</b>	<b>Appendices to the Safety Statement</b>
<b>Section</b>	25.0	<b>Page No.</b>	1 of 2

Appendices Below

<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
<b>Date</b>		<b>Subject</b>	<b>Responsible Persons</b>
<b>Section</b>	25.1	<b>Page No.</b>	1 of 1

<b>Course Code</b>	<b>Course</b>	<b>Staff who have attended course or are expected to attend course</b>
SC 1	Emergency Evacuation Policy	All Staff
SC 2	Manual Handling	Caretakers TBC
SC 4	Emergency Evacuation Training (Fire Drill)	All staff
SC 5	First Aid Training	All staff
SC 6	Type 1 Diabetes monitoring and injection training	Sinéad O'Meara... and selected staff

Contractor's Certificate contained within Safety Files in Sinead's Office.

<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
<b>Date</b>		<b>Subject</b>	Fire Drill Records
<b>Section</b>	25.2	<b>Page No.</b>	1 of 1

See Fire Log kept in main office.



<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
<b>Date</b>		<b>Subject</b>	<b>Accident Report Forms</b>
<b>Section</b>	25.3	<b>Page No.</b>	1 of 2

## Accident/Incident Report Form

Date     /     /     Morning Break ☐     Lunch ☐     Other ☐

Teacher Name: .....

Pupil Name: .....

### Nature of Injury

Abrasion	<input type="checkbox"/>	Faint	<input type="checkbox"/>	Strain	<input type="checkbox"/>
Bruise	<input type="checkbox"/>	Nosebleed	<input type="checkbox"/>	Swelling	<input type="checkbox"/>
Burn	<input type="checkbox"/>	Seizure	<input type="checkbox"/>	Wound	<input type="checkbox"/>
Concussion(Suspected)	<input type="checkbox"/>	Sprain	<input type="checkbox"/>	Other:	<input type="checkbox"/>

### Body Part Injured

Head	<input type="checkbox"/>	Back	<input type="checkbox"/>	Shoulder	<input type="checkbox"/>
Eye	<input type="checkbox"/>	Chest	<input type="checkbox"/>	Arm	<input type="checkbox"/>
Ear	<input type="checkbox"/>	Leg	<input type="checkbox"/>	Wrist	<input type="checkbox"/>
Nose	<input type="checkbox"/>	Knee	<input type="checkbox"/>	Hand	<input type="checkbox"/>
Face	<input type="checkbox"/>	Ankle	<input type="checkbox"/>	Finger(s)	<input type="checkbox"/>
Teeth	<input type="checkbox"/>	Foot	<input type="checkbox"/>	Other:	<input type="checkbox"/>

### Description of Accident/Incident

.....

.....

.....

.....

.....

### Action Taken

First Aid Administered:     Yes ☐     No ☐     13201

Emergency Services Contacted: Yes ☐     No ☐

Parent/Guardian Notified:     Yes ☐     No ☐     Name: .....

Class Teacher Informed:     Yes ☐     No ☐     Name: .....

Teacher Signature: ..... Date: .....

Principal Signature: ..... Date: .....



# Head Injury Book

Child's name provided is a pseudonym.

Date	Name	Teacher	Incident	Outcome
2/5/14	Joe Kavanagh	Colum Hayden	Bumped his head	Rang mam @ 1.30pm. Mam is collecting.

<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
<b>Date</b>		<b>Subject</b>	Trained First Aiders
<b>Section</b>	25.4	<b>Page No.</b>	1 of 1

A Fully stocked First Aid box is located in the Office Area. Other First Aid boxes for use on school tours, sporting events etc. are located in storage cupboard near the office.

The following trained and certified First Aiders will be available within the school.  
Sinead has authorised further training to take place in the new year.

1. Anne
2. Rachel
3. Fodhla
4. Aoife O' C
5. Sarah M
6. Cristina
7. SORCHA
8. Geni
9. Stacey



<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
<b>Date</b>		<b>Subject</b>	Safety Inspection Checklist
<b>Section</b>	25.4	<b>Page No.</b>	1 of 6

SAFETY INSPECTIONCHECKLIST			
AREA _____	AUDITOR _____	DATE _____	
Hazard Type: <u>Access and Egress</u>	Yes	No	Action
Are there sufficient exits in the area for prompt escape?	X		
Are staff members aware of all immediate egress points from their work area?	X		
Have staff members taken part in an emergency evacuation drill?	X		
Are good housekeeping standards maintained in the workplace?	X		
Can all emergency exits be opened easily?	X		
Are all emergency egress routes kept clear of all obstructions?	X		
Are spaces between equipment sufficient for safe operation?	X		
Are floors free from slippery materials and loose objects?	X		
Are floors maintained in good condition?	X		
Is the emergency lighting checked regularly?	X		
Are there suitable stepladders or kick stools available to safely access heights?	X		Ladders located in Lasc 1
Are there sufficient exits in the area for prompt escape?	X		

<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	007
<b>Date</b>		<b>Subject</b>	Safety Inspection Checklist
<b>Section</b>	25.4	<b>Page No.</b>	2 of 6

SAFETY INSPECTIONCHECKLIST			
AREA _____	AUDITOR _____	DATE _____	
Hazard Type: <u>Fire</u>	Yes	No	Action
Are all fire extinguishers, fire blankets and fire hoses wall mounted?	X		
Is all fire fighting equipment easily accessible?	X		
Is all fire fighting equipment serviced and labelled and fitted with a seal?	X		
Are a number of staff trained in the correct use of fire fighting equipment?	x		
Are portable extinguishers applicable to the materials and equipment in the area and are they correctly colour coded?	X		
Are no smoking signs posted and observed?		X	Not Posted
Are staff aware of the means of escape in case of fire?	X		
Are fire drills carried out on a regular basis, minimum termly?	X		
Are all flammable materials properly stored and labelled?	X		
Do all exit doors open outwards?	X		
Are all escape routes unobstructed?	X		
Are all escape routes sign-posted from the workplace?	X		

<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
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<b>Section</b>	25.4	<b>Page No.</b>	3 of 6

SAFETY INSPECTIONCHECKLIST			
AREA _____ AUDITOR _____ DATE _____			
Hazard Type: <u>Slips x Trips and Falls</u>	Yes	No	Action
Are any main aisle ways and passageways kept clear?	X		
Is the work area kept clean and orderly?	X		
Are non-slip materials used on the floor where applicable?	X		
Are all spillages dealt with immediately?	X		
Are extension leads and electrical cables kept out of the aisle ways?	X		
Are materials stored off the floor including personal equipment?	X		
Are floor materials checked and free from trip hazards?	X		
Are mats, false floors and platforms in good condition?	X		
Are work areas adequately illuminated during working hours?	X		
Are non-slip floor covering materials in use in canteens and possible wet areas?	X		
Is rubbish or litter only stored in designated storage containers?	X		
Is all rubbish or packaging picked up as soon as possible after it is produced	X		

<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
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<b>Section</b>	25.4	<b>Page No.</b>	4 of 6

SAFETY INSPECTIONCHECKLIST			
AREA _____		AUDITOR _____	
		DATE _____	
Hazard Type: <u>Housekeeping</u>	Yes	No	Action
Are floors kept free from all tripping hazards?	X		
Are tools and equipment returned to their proper places when not in use?	X		
Are suitable waste bins provided and used?	X		
Is waste removed on a regular basis i.e. daily?	X		
Are storage areas kept clean and tidy?	X		
Are leads from equipment prevented from trailing across aisle ways and walkways?	X		
Are there designated storage areas for stored materials?	X		
Are there separate disposal containers for broken glass?		X	

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SAFETY INSPECTIONCHECKLIST			
AREA _____	AUDITOR _____	DATE _____	
Hazard Type: <u>Manual Handling</u>	Yes	No	Action
Are all persons informed of safe manual handling techniques?		X	Training should be provided
Are work areas arranged to minimise excessive twisting, bending, over reaching and pulling?	X		
Are steps or ladders available for all lifting from over shoulder height?	X		
Are all items to be lifted by hand, which are too heavy (i.e. over 25kgs), deemed a 2-person lift?	X		
Are floor surfaces kept clear and in good condition where staff have to lift?	X		
Are mechanical devices used where practical?	X		
Are heavier objects stored at waist to chest level?	X		



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SAFETY INSPECTIONCHECKLIST			
AREA _____		AUDITOR _____	
DATE _____			
Hazard Type: <u>Electrical</u>	Yes	No	Action
Are all sockets, plugs and switches in good working order?	X		
Are all cables visually free from defect or damage i.e. overheating, insulation damage?	X		
Do competent persons carry out all-electrical work?	X		
Are all electrical panels and enclosures kept closed with proper covers or doors?	X		
Do extension leads in use have a grounding conductor?	X		
Are all electrical circuit breaker panels accessible and unobstructed?	X		
Are all electrical panels protected against impact?	X		
Is there a one-metre space maintained between the electrical panel and all storage?	X		
Are all plug-tops correctly fused with cables clamped inside the plug?	X		
Are electrical panels kept free of all storage and rubbish?	X		

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Managing Safety and Health in Primary Schools

[https://www.hsa.ie/eng/Education/Managing\\_Safety\\_and\\_Health\\_in\\_Schools/Primary\\_Schools\\_Guidelines/Guidelines\\_on\\_Managing\\_Safety\\_Health\\_and\\_Welfare\\_in\\_Primary\\_Schools.pdf](https://www.hsa.ie/eng/Education/Managing_Safety_and_Health_in_Schools/Primary_Schools_Guidelines/Guidelines_on_Managing_Safety_Health_and_Welfare_in_Primary_Schools.pdf)

[Covid 19 Resources - Please see Covid 19 Response Plan](#)

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<b>Section</b>	25.6	<b>Page No.</b>	

## 2. Introduction to Emergency Evacuation Policy

An Emergency Evacuation Procedure has been established at Belmayne Educate Together National School that will cover all operations of the School. As every incident is unique, the procedure will illustrate the principles to be followed. The most likely emergency situation to occur on the premises is a fire. An "Evacuation Procedure in case of fire" has been drawn up to ensure a co-ordinated response to any on site fire or other emergencies.

All employees will be instructed in and should make themselves aware of the location of all fire points and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in the School. A number of selected staff will be trained as fire wardens. This will include practical training on the use of fire extinguishers. All fire points will be wall mounted, indicated with fire point signs and kept clear of obstructions at all times. Emergency evacuation drills will be carried out on a termly basis.

**Emergency Site Controller (ESC) - Joe:** The ESC will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services

**Deputy Emergency Site Controller (Gearóid):** If the ESC is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services.

**Teaching staff:** If the alarm sounds the teaching staff will evacuate their classes in an orderly manner. They will call class rolls at the assembly point and await direction from the ESC.

## Emergency Evacuation Procedure

Prompt action in the first few minutes of a fire can determine the eventual outcome of that fire. Nothing listed in the following bullets takes priority over the safety of the pupils and employees, ensuring their continued personal safety.

### **If you come across a Fire;**

Should a fire occur in any area of the School, the following actions should be taken:

- Ensure the alarm is raised. Obtain assistance if required.
- Providing you have been trained and it is safe to do so, attempt to extinguish or contain the fire using the appropriate extinguishers and hoses etc. **DO NOT PUT YOURSELF AT RISK.**
- Always ensure a safe exit is available when tackling a fire; never let the fire get between you and the exit.
- Evacuate the Building & Move towards the Assembly Point
- Call the Fire Brigade

### **Standard Operating Procedures and Roles when you hear the Fire alarm**

#### **Teachers Role**

- Listen for the alarm.
- Line the children up at the classroom door.
- Class teachers bring Class List with them.
- Check toilets.
- Teacher stands at the classroom door and counts the children as they leave the class.
- Promptly leave the class and make your way to the nearest exit.
- **Remember to close the classroom door and put a chair outside the door thus indicating that the room is clear and everyone is out.**
- WALK QUICKLY but CALMLY and QUIETLY. NO OVERTAKING.
- DO NOT RETURN for anything you have forgotten.
- Move to the Assembly Points
- Take a Roll call of your class
- Wait for direction from the ESC

#### **Principals Role**

- Once the building has been evacuated liaise with the ESC to ensure that the building is fully evacuated.

### **Deputy Principals Role**

- Once the building has been evacuated liaise with the ESC to ensure that the building is fully evacuated.

### **Exit and Assembly points**

The School Assembly Points are now located in the Basketball Court. Please make your way quickly but calmly to the assembly point. Exit routes are clearly displayed on the back of each classroom door.

#### **Assembly Points During Teaching Time**

Junior Infants - Basketball Court  
 Senior Infants - Basketball Court  
 1<sup>st</sup> Class - Basketball Court  
 2<sup>nd</sup> Class - Basketball Court  
 3<sup>rd</sup> Class - Basketball Court  
 4<sup>th</sup> Class - Basketball Court  
 5<sup>th</sup> Class - Basketball Court  
 6<sup>th</sup> Class - Basketball Court

#### **Assembly Points During Break-time**

Basketball Court  
 Basketball Court  
 Basketball Court  
 Basketball Court  
 Basketball Court  
 Basketball Court  
 Basketball Court  
 Basketball Court

### **Break-time - In the unlikely event of the alarm going off at Break.**

- Staff should leave the staff room promptly and go back to class to assist in the Evacuation of classes.
- If your class is outside during lunchtime go directly to the area where they would normally be and line them up.
- If children are in class eating - Staff on Supervision should send the children to the designated assembly points.
- Support Staff should go and assist with their Liaison Class.

### **Secretary's Role**

- If the alarm is activated - Ring 999 or 112 and alert the Emergency Services
- Pick up the visitors book and make your way to the Assembly Point at the Basketball Court.

### **ESCs Role ESC**

- Collect ESC file from class
- Remain on site until the school is exited
- Liaise with wardens, secretary and class teachers at the assembly area.
- Collect roll calls from each teacher.
- Liaise with emergency services if required.

### **3. Accident Reporting & Investigation Procedure Policy**

*All accidents/near misses to persons (staff/contractor/visitor), however slight, must be recorded on the appropriate accident report book located beside the office or if on yard, in the yard bag (See Section 26.5). The Principal will be informed within 24 hours of all serious accidents and where possible all other accident reporting will be completed before the end of the day in which the accident occurred.*

*All notification of accidents or dangerous occurrences to the enforcement authority (Health and Safety Authority) will be completed by the Health and Safety Representative / BoM Safety Manager / Principal on Form IR1 or IR3 ([www.hsa.ie](http://www.hsa.ie)). Note: An IR1 must be completed if a person is away from their place of work for 3 consecutive days or more after the day of the accident.*

### **Accident Reporting & Investigation Procedure**

In the event of an accident occurring the procedure below is followed. Upon notification of a serious accident, the Health & Safety Representative or Principal/Vice Principal should go immediately to the scene of the accident.

- The teacher/person in charge should ensure that first aid treatment has been given and that outside medical assistance has been summoned (doctor or ambulance), where necessary, or if in any doubt.
- If a head injury has occurred, the office is informed and parents are contacted by phone. The secretary records all head injuries in the separate head injury book located in the office. *(This is in addition to the separate Report Form)*
- Any incidents of a possibly serious nature that occur such as head injuries/suspected sprains/falls in yard etc... should be relayed to parents via email or when the child is collected from school *(This is in addition to the contact already received via the office)*

- The teacher on duty should complete the accident form by determining the underlying causes of the accident.
- When incidents occur the class teacher will receive the white report form from the injury book indicating an injury more serious than a cut has occurred.
- Whoever fills out the report form should go to the class teacher and hand them the form. If a teacher is informed of such an injury please email the parents or relay the message to parents when the child is collected from school.
  - a. *(As stated previously, for head injuries the office will inform parents by phone. However, teachers should contact parents via email also, or relay the message when the child is collected from school)*
- The teacher/person in charge should determine whether a camera is necessary - if so, send a member of staff to get one and photograph the scene from several angles and get both close-up and general shots to give a full picture of the scene.

#### 4. Trained First Aiders

Anne

Rachel

Fodhla

Aoife O' C

Sarah M

Cristina

Sorcha

Geni

Stacey

#### 5. Risk Assessments

It is the policy of the Board of Management of Belmayne ETNS that an online Risk Assessment form should be filled out at the beginning of each term. This Risk Assessment covers all classes for local trips. Each staff member can access the Risk Assessment form online at <https://goo.gl/forms/GwtgofQBQiL12E8P2>

If a trip is taking place that is not within the local vicinity, a separate online Risk Assessment should be filled out.



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<b>Section</b>	26.0	<b>Page No.</b>	001

The risk assessments in this document are based on an identification of the hazards and an assessment of the risks and the control measures necessary for the elimination or reduction of the risk to an acceptable level. The risk assessment is based on a probability of the accident occurring and an assessment of the accident consequences, if it occurs.

To use this system, one must use the chart below and choose a probability descriptive phrase and then choose a consequence descriptive phrase. Once chosen, both of these will present a numerical factor between 1 and 9. When the probability numerical factor and the consequence numerical factor are multiplied together they give a number between 1 and 81. This number fits into one of the following categories. This category identifies the risk level.

#### **Risk Levels**

**1 – 9 = Low Risk**

**10 – 19 = Medium Risk**

**20 – 39 = High Risk**

**40 – 81 = Very High Risk**

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<b>RISK FACTOR INDEX</b>	
<b>PROBABILITY THAT AN ACCIDENT WILL HAPPEN</b>	
<b>Probability Index</b>	<b><u>Descriptive Phrase</u></b>
9	Almost Certain
8	Very Likely
7	Probable
6	More Than Even Chance
5	Even Chance
4	Less Than Even Chance
3	Improbable
2	Very Improbable
1	Almost Impossible
<b>CONSEQUENCE OF POTENTIAL ACCIDENT</b>	
<b>Consequence Index</b>	<b><u>Descriptive Phrase</u></b>
9	Death
8	Permanent Total Incapacity
7	Permanent Severe Incapacity
6	Permanent Slight Incapacity
5	Injury Requiring 3 Months With Total Recovery
4	Injury Requiring 3 Weeks With Total Recovery
3	Minor Injury With Severe Potential Up to 1 Week with Total Recovery

<b>2</b>	Minor Injury with <i>No Severe</i> Potential Up to 1 Week With Total Recovery
<b>1</b>	No Human Injury Expected

This Risk Assessment is based on a Probability x Consequence Index Listed below.

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<b>Description of the Area</b>		Classrooms			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Fire	Staff/Pupils	1x9=9 Low	<ul style="list-style-type: none"> <li>• Ensure that where possible all electrical equipment (interactive whiteboards, I-pads, laptops..) are unplugged at the end of each day</li> <li>• Classroom fire exits will be kept clear at all times</li> <li>• Report fire hazards to caretaker / Safety Rep</li> </ul>	
	Potential that poor housekeeping will lead to slip/trip and manual handling related injuries	Staff/Pupils	Senior Class 4x2=8 Low  Junior 5x2=10 Medium	<ul style="list-style-type: none"> <li>• Children are encouraged to obey class rules (e.g. no running in the room) in order to stay safe at school</li> <li>• A high standard of housekeeping will be maintained in all classrooms</li> <li>• Adequate shelving to be provided</li> <li>• Children are encouraged to take care and be responsible for own belongings</li> <li>• Children in senior classes keep their books and belongings stored on shelves or on their tables.</li> <li>• Classes are adequately supervised at all times</li> <li>• <b>See Covid Response Plan and Risk assessments for Covid Controls</b></li> </ul>	

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<b>Description of the Area</b>		Classrooms / Library			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Storage of paint products. Risk of inappropriate use	Staff / Pupils	$2 \times 1 = 2$ Low	<ul style="list-style-type: none"> <li>• Non toxic paint used in classes</li> <li>• Storage areas are under the sinks &amp; on raised shelving.</li> </ul>	

	Storage of items in the classrooms. Risk of trip injury as well as the risk of delay in an emergency evacuation should an evacuation route be blocked	Staff / Pupils	$5 \times 2 = 10$ Medium	<ul style="list-style-type: none"> <li>• All teaching resources stored correctly in allocated presses</li> <li>• Bags and coats are stored and hung in designated areas</li> <li>• Aistear resources are stored and tidied away after every sessi</li> </ul>
	Potential for unhygienic conditions. Risk of infection	Staff / Pupils	$3 \times 2 = 6$ Low	<ul style="list-style-type: none"> <li>• A supply of anti-bacterial soap and hand-towels clean cloth/paper towels will be available at all times</li> <li>• Tables are cleaned on a daily basis</li> <li>• Children are encouraged and reminded to wash hands after each visit to the toilet</li> <li>• <b><i>See Covid Response Plan and Risk assessments for Covid Controls</i></b></li> </ul>
	Risk of equipment left plugged in. Increased risk of fire should the equipment over heat	Staff / Pupils	$3 \times 2 = 6$ Low	<ul style="list-style-type: none"> <li>• It is recommended that all equipment in this room is unplugged when not in use (note: unless the manufacturers equipment states otherwise)</li> </ul>

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<b>Description of the Area</b>		Toilet Areas			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Potential for unhygienic conditions. Risk of infection	Staff/Pupils	2x3=6 Low	<ul style="list-style-type: none"> <li>A supply of anti-bacterial soap and hand-towels clean cloth/paper towels will be available at all times</li> <li>Toilets are cleaned on a daily basis</li> <li>Children are encouraged and reminded to wash hands after each visit to the toilet</li> <li><b><i>See Covid Response Plan and Risk assessments for Covid Controls</i></b></li> </ul>	
	Slip/Trip	Pupils	2x2=4 Low	<ul style="list-style-type: none"> <li>Children encouraged to inform the teacher if there has been an accident in the toilet cubicle. Spills will be covered with paper or banish and the caretaker will be informed in order for toilet to be cleaned</li> <li>Junior pupils are supervised when going to the toilet in the corridor areas if out of class working in a group.</li> <li>Senior pupils reminded to behave appropriately when going to the toilet if out of class working in a group.</li> </ul>	

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<b>Description of the Area</b>		Corridors			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Storage of items on the corridors. Risk of trip injury as well as the risk of delay in an emergency evacuation should an evacuation route be blocked	Staff Pupils Visitors Parents	3x2=6 Low	<ul style="list-style-type: none"> <li>Remind staff that corridors should not be used for temporary storage of items. It is recommended that rooms are used for this purpose.</li> <li>Corridors are well maintained and kept clear at all times.</li> <li>Coats and bags should be hung properly and bags stored underneath tables.</li> <li>External doors/fire exits are kept clear at all times</li> </ul>	
	Running in School: Risk of trip injury	Staff/Pupils	3x2=6 Low	<ul style="list-style-type: none"> <li>Running is strictly forbidden in corridors and classrooms.</li> <li>Strict discipline will be maintained by staff</li> </ul>	



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<b>Description of the Area</b>		Corridors			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Wet corridors/ floors. Risk of slip injury	Staff/pupils/ Parents Visitors	3x2=6 Low	<ul style="list-style-type: none"> <li>• Every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate, the danger of slipping.</li> <li>• Where floors are wet, there will be wet floor signs displayed.</li> <li>• Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down steps.</li> </ul>	
	Main switch/fuse board. Risk of electrocution		1x3=3 Low	<ul style="list-style-type: none"> <li>• No persons other than those qualified will be permitted to work on or repair the main electrical switch boards or fuses.</li> <li>• The area around the fuse boards will be kept clean and tidy at all times</li> <li>• Nothing should be left on top of the fuse boards.</li> <li>• Suitable electrical warning signs will be placed near main electrical switch gear</li> </ul>	

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<b>Description of the Area</b>		Staff Room			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Hot Drinks. Risk of burn injury	Staff/Pupils	3x1=3 Low	<ul style="list-style-type: none"> <li>Care must be taken at all times when using burco, kettles and other kitchen equipment</li> <li>No one may leave the staffroom with hot liquids if not in properly sealed travel mug.</li> <li>The areas should be kept tidy at all times</li> </ul>	
	Fire	Staff/Pupils	3x2=6 Low	<ul style="list-style-type: none"> <li>Oven and microwave, toaster are turned off at socket or unplugged unless in use.</li> </ul>	

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<b>Description of the Area</b>		Secretaries / Principals Office			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Lifting Boxes/Files Risk of manual handling injury	Secretary	2x2=4 Low	<ul style="list-style-type: none"> <li>It is recommended that boxes of photocopying paper is placed at waist level (on the table) rather than on the floor</li> </ul>	
	PC Work: Risk of ergonomic injury	Secretary	1x1=1 Low	<ul style="list-style-type: none"> <li>Ergonomic Desk &amp; Chair has been provided</li> <li>VDU Policy Guidelines to be followed (<a href="#">see safety statement</a>)</li> <li>Ensure the area under the desk is kept cleared to ensure adequate leg room when working on the PC.</li> </ul>	

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<b>Date</b>		2022/2023		<b>Page No.</b>	011
<b>Description of the Area</b>		Yard / Green Field Area / Roof Garden			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Risk of injury to child when in the yard	Pupils	5x3=15 Medium	<ul style="list-style-type: none"> <li>• All pupils are supervised at all times</li> <li>• No climbing on perimeter wall</li> <li>• Children are zoned in different areas of the yard Basketball Court / Small Yard / Green Area etc...</li> <li>• Injuries where first aid has been provided to children should be documented in log book located in yard bag or in secretaries office</li> <li>• Caretaker to do daily check to ensure that:               <ul style="list-style-type: none"> <li>○ there are no uneven/broken/cracked surfaces and paving.</li> <li>○ roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. manholes are safe.</li> <li>○ all play areas are kept clean and free from glass before use</li> <li>○ outside lighting works and is sufficient.</li> <li>○ all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely.</li> </ul> </li> </ul>	
	Child leaving the school grounds	Pupils	2 x 9 = 18 Medium	<ul style="list-style-type: none"> <li>• Access to Main school building only through main door and the office.</li> <li>• Anyone wishing to enter the school must go to the office and sign in to</li> </ul>	

	without permission			get visitor badge. <ul style="list-style-type: none"> <li>Gates around school to be closed and locked daily.</li> <li>Children are reminded that they do not have permission to leave the school grounds by themselves during the school day unless collect by parent/guardian</li> </ul>
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<b>Description of the Area</b>		On site School Car-parking Area			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Collision	Staff/Pupils Parents Visitors	2x9=18 Medium	<ul style="list-style-type: none"> <li>Parents are not allowed to park on the school premises.</li> <li>Children are made aware of the importance of road safety issues from an early age.</li> <li>Mirrors have been erected to aid reversing in staff carpark</li> <li>Deliveries/contractors to be scheduled to avoid break times</li> </ul>	
	Slip/Trip	Staff/Pupils Parents	4x2=8 Low	<ul style="list-style-type: none"> <li>Children encouraged to walk safely when in the car-park</li> </ul>	

		Visitors		
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<b>Description of the Area</b>		Caretaking/Cleaning Activities			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Manual Handling	Caretakers	3x2=6 Low	<ul style="list-style-type: none"> <li>The caretaker will be provided with manual handling training TBC.</li> </ul>	
	Fall from a height	Caretakers	3x3=9 Low	<ul style="list-style-type: none"> <li>Ladder briefing provided to anyone who may use a ladder as part of their duties</li> </ul>	

	Dermatitis/Skin Allergies	Caretakers	1x1=1 Low	<ul style="list-style-type: none"> <li>Caretakers provided with PPE personal protective equipment</li> <li>Issues to be reported to the principal</li> <li><i>See Covid Response Plan and Risk assessments for Covid Controls</i></li> </ul>

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<b>Date</b>		2022/2023		<b>Page No.</b>	014
<b>Description of the Area</b>		School Tours/Visits/Activities			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Children becoming ill while on tour	Pupils	3x1=3 Low	Class teacher in consultation with the principal: <ul style="list-style-type: none"> <li>will ensure that there is appropriate staff/pupil ratio</li> <li>will ensure that parents are given details of the tour including drop-off/ collection times, phone number for parents to contact teachers on tour</li> <li>First-Aid kit on the bus</li> <li>Sick bags in case of vomiting.</li> </ul>	

	Slip/Trip	Pupils/Staff	5x2=10 Medium	Incident will be recorded and procedures as listed herein followed.
	Collision/Traffic Accident	Pupils and Staff	2x7=14 Medium	Adult accompanying tour will ring school and/or principal. Procedures detailed in the <i>Critical Incidents Policy</i> will be followed.
	Pupils getting lost	Pupils	3x1=3 Low	Pupils will all be given a phone number of one of the adults accompanying the tour. Pupils will be given clear guidelines by the adults on tour, the steps they are to follow if they get lost.

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<b>Description of the Area</b>		Extra-Curricular Activities			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	



	Sports related injuries	Pupils	5x2=10 Medium	<ul style="list-style-type: none"> <li>• Staff will have mobile phone with them so that they can seek assistance promptly, if required.</li> <li>• Helmets will be worn during Hurling practice</li> <li>• Each sports session will begin and end with warm-up and cool-down activities</li> <li>• Children encourage to behave appropriately during activities.</li> <li>• Teachers should also ensure that children do not climb on the P.E. equipment unless instructed to do so.</li> <li>• Injuries will be reported to Sinéad O'Meara/Joe Kavanagh/Ronan Swan</li> <li>• Access to first-aid provisions</li> <li>• Staff to check that PE equipment is stacked securely and is positioned so as not to cause a hazard.</li> <li>• Staff to check that all PE and other mats are in good condition.</li> <li>• Teachers taking these classes should ensure that children wear suitable clothing and under no circumstances be allowed take part in classes in their stocking feet.</li> <li>• If there is a serious injury the staff member will phone for assistance and procedures followed as recorded herein.</li> </ul>
	Slip/Trip	Pupils	3x2=6 Low risk	<ul style="list-style-type: none"> <li>• When walking to swimming pool, children will walk in pairs, supervised at all times.</li> <li>• Children are supervised during the swimming lessons</li> </ul>

<b>Project Title</b>		Risk Assessment Belmayne Educate Together National School		<b>Revision No.</b>	010
<b>Date</b>		2022/2023		<b>Page No.</b>	016
<b>Description of the Area</b>		School Grounds / During School Activities			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk and Risk Level</b>	<b>Controls Required</b>	
	Aggressive threatening behaviour to staff member / Challenging Behaviours	Staff/Pupils Parents Visitors	2x9=18 Medium  Physical injury, stress, psychological trauma	<ul style="list-style-type: none"> <li>Alert nearest staff member</li> <li>Immediately inform principal/deputy principal/ISM</li> <li>Follow established school procedures</li> </ul>	
	Slip/Trip	Staff/Pupils Parents Visitors	4x2=8 Low	<ul style="list-style-type: none"> <li>Children encouraged to walk safely.</li> </ul>	

<b>Project Title</b>		Risk Assessment Belmayne Educate Together National School		<b>Revision No.</b>	010
<b>Date</b>		2022/2023		<b>Page No.</b>	011
<b>Description of the Area</b>		PE Hall / Servery			
<b>Item</b>	<b>Hazard</b>	<b>People at Risk</b>	<b>Risk Level</b>	<b>Controls Required</b>	
	Risk of injury to child when in the hall	Pupils / Parents	5x3=15 Medium	<ul style="list-style-type: none"> <li>All pupils are supervised at all times</li> <li>Any benches / unused PE equipment/ obvious trip hazards are removed from the hall prior to activities being commenced</li> <li>Injuries where first aid has been provided to children should be documented in log book located in yard bag or in secretaries office</li> </ul>	
	Child leaving the school grounds without permission	Pupils	2 x 9 = 18 Medium	<ul style="list-style-type: none"> <li>Access to Main school building only through main door and the office.</li> <li>Anyone wishing to enter the school must go to the office and sign in to get visitor badge.</li> <li>Gates around school to be closed and locked daily.</li> <li>Children are reminded that they do not have permission to leave the school grounds by themselves during the school day unless collect by parent/guardian</li> </ul>	
	Risk of injury example burning / scalding	Pupils / Parents	2 x 9 = 18 Medium	<ul style="list-style-type: none"> <li>No children to have access to servery when hot drinks are being served.</li> <li>Safety equipment such as oven gloves worn when using any hot trays etc...</li> </ul>	

				<ul style="list-style-type: none"><li>• All electrical equipment to be powered off when not in use.</li></ul>
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<b>Document Title</b>	Safety Statement Belmayne Educate Together National School	<b>Rev. No.</b>	010
<b>Date</b>	2022/2023	<b>Subject</b>	<b>Sample Care Needs Risk Assessment</b>
<b>Section</b>	26.1	<b>Page No.</b>	001

#### \*\*\*\*\* care needs in school

A child was diagnosed with Type 1 Diabetes on September 2019. This means her their pancreas no longer makes Insulin. Insulin acts like a key to unlock glucose from the blood stream and allow it to move into the body where it is utilised for energy. Without enough Insulin, glucose will build up in \*\*\*\* blood stream to dangerous levels causing **Hyperglycaemia**. Hyperglycaemia is dangerous in itself but left unchecked can cause an even more serious condition called DKA (Diabetic Ketoacidosis). If the ratio of insulin to carboydrates (sugars) in \*\*\*\* body is too low she will get **Hypoglycaemia** (Low blood sugar). This is very dangerous. It needs to be recognised quickly and treated immediately.

In order to keep \*\*\*\*healthy and safe, she has to be constantly monitored with the intention of keeping her blood sugars within the healthy range of 4-8 mmol/L. This monitoring will have to be carried out throughout the school day, as well as at home, day and night.

#### What is Hypoglycaemia?

Hypoglycaemia is a low blood glucose reading less then 4 mmols/L. Hypo's can be mild, moderate or severe and can come on very quickly, sometimes without warning.

##### **Mild:**

- Pale
- Hungry
- Shaky

- Sweaty
- Tingling

##### **Moderate:**

- Poor concentration

- Confusion
- Behaviour change
- Slurred Speech
- Drowsy

##### **Severe:**

- Extremely drowsy
- Unconscious
- Seizure

### **Treating Mild/Moderate Hypo**

Unfortunately it is extremely likely that \*\*\*\* blood sugars will go low from time to time in school. No matter how closely \*\*\*\* is monitored, their blood sugars could go low for a number of reasons including increased physical activity, error in insulin dosage, sickness and vomiting, hot weather, stress etc. \*\*\*\* is also 'honeymooning' this means that from time to time her own pancreas kicks in and produces some insulin itself, interfering with the dosages given and causing unexpected lows. Their care team have said the honeymoon period can last weeks, months or in some cases years.

#### **\*\*\*\* will need consistent monitoring in the following areas:**

1. Glucose blood level tests done before they eat at little break and big break, before and after physical activity and any time they show signs of going low (Hypo) or high (Hyper). This is done using a blood glucose monitoring kit and a pinprick to the finger. The kit will be with \*\*\*\* at all times. The healthy range is between 4-8 mmol/L. All tests results need to be recorded in her diary for their care team in Temple st and their parents.
2. Their food intake will have to be monitored. They will need to be watched to make sure they eat all the food they are supposed to eat at each break and no more. They may need extra snacks given to them if they are carrying out more physical activity than usual. This requires careful observation on an ongoing basis.
3. \*\*\*\* tends to spend quite a while in the toilet. Someone will need to keep an eye on them to make sure they haven't gone low and become weak or unconscious
4. \*\*\*\* will always need to be carefully watched during times of physical activity. The activity is good for them and they should never be made sit it out unless they are Hypo but the SNA will have to get to know them and when they need an extra snack to get them through and when in doubt should always test their blood glucose levels.
5. \*\*\*\* may need additional food breaks from time to time.

#### **What SNA will have to do to treat a Hypo:**

1. Give 10g fast acting carbohydrate – 100ml Apple juice
2. Wait with IC for 10-15 mins (Never leave her alone while Hypo)
3. Check her blood glucose reading again.
4. If still under 4 mmol/L repeat steps 1-3
5. If over 4 mmol/L give then a meal if its due and an extra 10g of carbs or if meal is not due give them 10g carbs (1 digestive biscuit) and monitor carefully till next glucose test and meal
6. In moderate cases if \*\*\*\* was uncooperative, feeling sick or could not/would not eat, Glucogel would have to be administered by rubbing into the inside cheeks of their mouth.

7. In severe cases if they are very drowsy, very uncooperative or unconscious the following steps would have to be followed.
  - a. Put them in the recovery position
  - b. Give glucagon injection (which will be in \*\*\*\* diabetes kit)
  - c. If they don't have glucagon they will have to phone for an ambulance immediately.
  - d. Give 10 – 15g of carbs once \*\*\*\* is conscious. They may be nauseated for 20-30mins.
  - e. Contact hospital nurses and their parents. Take them to emergency room. Call ambulance if needed. Glucagon injection requires at least a two day stay in hospital to recover.

\*\*\* A severe hypo is a **medical emergency** call an ambulance immediately if \*\*\*\* does not respond to the glucagon injection. A hypo can develop in a matter of minutes and doesn't always show symptoms. It therefore requires **constant monitoring**

Just to give you an indication – we have had to treat \*\*\*\* for a mild hypo nearly every day since they came out of hospital. Their blood levels are still very up and down even though we are sticking with their routine and food plan rigidly.

\*\*\*\* will be given two types of insulin in the mornings before coming to school. Fast acting, which covers breakfast and slow release, which will cover the school day. They will need to eat a particular amount of carbohydrates at each of their school breaks. With possible additional breaks needed before or after physical exercise. If they don't eat the carbs, their blood sugars will drop too low and they will get Hypo. If they eat too many carbs, they will become Hyper. This could easily happen if they are tempted to eat the food in the hypo kit or if someone else in the class gave them some food and they ate it etc. So again, this requires **constant monitoring**

### What is Hyperglycaemia?

Hyperglycaemia is the term given to raised blood glucose levels. The target is between 4-8mmol/l. Additional steps need to be taken when blood glucose levels are greater than 14mmol/l

#### Possible symptoms of Hyperglycaemia include:

- Dry mouth
- Headache
- Weakness
- Increased thirst
- Frequent urination
- Blurred vision



### What SNA will have to do to treat Hyperglycaemia

- Check blood ketones any time blood glucose levels are above 14mmols/l
- Get \*\*\*\*to drink plenty of water
- Try to work out the cause of the hyperglycaemia and take action to correct or prevent it. Reasons can include;
  - a. Infection
  - b. High temp
  - c. Missed or insufficient insulin dose
  - d. Faulty equipment
  - e. Decrease in level of activity
  - f. Not adjusting carbs or insulin to cover exercise
  - g. Under estimation of carb content of meal
  - h. Reading labels incorrectly
  - i. Eating meals or snacks without insulin
  - j. Over treating hypoglycaemia
  - k. Change of routine
  - l. Stress
- Ketones also need to be checked if \*\*\*\*is feeling sick, has tummy pain or is vomiting or if \*\*\*\*is breathing quickly
- If Ketones are present \*\*\*\*needs to drink plenty of water to prevent dehydration
- They need to rest
- If ketones become higher than 1.5mmols/l SNA must call for medical advice immediately. \*\*\*\*may need to go to the emergency room
- If left untreated high ketones (DKA) may be FATAL
- Ketones between .6-1.5mmols/l indicates a need for extra insulin. Ring \*\*\*\* Mum or Dad immediately to come get them and treat with them with insulin
- Over 1.4mmols indicates risk of diabetic ketoacidosis (DKA). Call the diabetic nurses in Temple Street immediately. They may need to go by ambulance immediately.

I think it is pretty clear from these notes that Type 1 diabetes is a very serious, potentially life threatening condition that needs constant monitoring and interventions to keep \*\*\*\*safe during the school day. We, \*\*\*\* parents, would not be comfortable and happy to send \*\*\*\*to school without an SNA being made available to them for the whole school day, every day. It is essential for them to have this in order for them to continue their education as is their human right in this country,

Kind regards,